

Executive Office of Public Safety, Programs Division
Local Preparedness Grant Program FFY 2004
Excel Grant Budget Guidance

The Local Preparedness Budget must be prepared using the excel spreadsheet provided on the website <http://www.state.ma.us/ccj> , click on the FFY 2004 Homeland Security Grant page link. When filling out “4. Grant Budget (Excel Spreadsheet)” in the Document Library please follow these steps:

1. After downloading the excel budget, open the file. The complete spreadsheet workbook includes 24 separate worksheets. The worksheets are opened by clicking your mouse on the arrows and tabs on the bottom of the screen. Please refer to the Example Budget, page 2 to see the location of the arrows and tabs.
2. Use the tabs at the bottom of the spreadsheet to scroll all the way to the left and click on the Local Preparedness Summary. On this spreadsheet only fill in your Municipal Name. The budget numbers do not need to be entered. They will automatically be calculated from the other spreadsheets that you fill in.
3. Click on and review each of the 24 budget spreadsheets. Fill in the ones that apply to your proposal. If you are undertaking training, exercises or planning, your costs need to be itemized in the corresponding budget spreadsheets. If you will not use any of the funds for training, exercises, or planning there is no need to enter any data on these three spreadsheets.
4. Click on the “Cover Sheet” tab and put an X in the box which indicates that you have read and agree to all certifications and standards required under the federal equipment guidelines.
5. The “Cover Sheet” also requires you to enter a brief rationale for the equipment you plan to purchase and the link between the request and your specific homeland security needs.
6. Click on the appropriate equipment category tabs that your purchases would fall into. Enter a unit cost, and quantity (by discipline) for the specific equipment requested. Enter sustainment cost if applicable. The total cost will be calculated and will automatically populate into the Local Preparedness Summary and the Budget Summary sheets.
7. Click on the “Budget Summary” and check to make sure that your entries were automatically entered and are correct. If not, contact Jeffrey Brownell, Homeland Security Grant Manager at (617) 727-6300 ext. 25325 or by email at hs@state.ma.us
8. Print out a copy of the Local Preparedness Summary, the Cover Sheet, the Budget Summary and all other spreadsheets that you entered information into. Have an authorized signatory sign the Budget Summary and submit with the other required hard copy documents included with your grant application. Mail all the hard copies to:

The Executive Office of Public Safety
Attn: Jeffrey Brownell
One Ashburton Place, Suite 2110
Boston, MA 02108

9. Submit your proposal and budget summary electronically to hs@state.ma.us

Example Budget Spreadsheet Local Preparedness Summary

This is where the Tabs are located

Totals from Training Detail, Exercise Detail, Planning Detail and Budget Summary will automatically be entered here

Using these arrows you can scroll through all of the spreadsheets and then select the spreadsheets needed. For example, if you want to enter exercise costs, click on the Exercise Training tab and the spreadsheet shown below would appear.

Exercise Training

Exercise Training Tab

Budget Summary

Microsoft Excel - Local Preparedness Grant Proposal Budget FFY04

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

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	A	B	C	D	E	F
4		Authorizing Official sign and date, in blue ink, below, certifying his agreement with the Budget Summary				
5		and accompanying guidelines regarding the use of Fiscal Year 2004 Homeland Security Grant Program				
6		funds.				
7						
8						
9						
10		BUDGET SUMMARY				
11		I. Personal Protective Equipment	\$	-		
12		II. Explosive Device Mitigation and Remediation Equipment	\$	-		
13		III. CBRNE Search & Rescue Equipment	\$	-		
14		IV. Interoperable Communications Equipment	\$	-		
15		V. Detection Equipment	\$	-		
16		VI. Decontamination Equipment	\$	-		
17		VII. Physical Security Enhancement Equipment	\$	-		
18		VIII. Terrorism Incident Prevention Equipment	\$	-		
19		IX. CBRNE Logistical Support Equipment	\$	-		
20		X. CBRNE Incident Response Vehicles	\$	-		
21		XI. Medical Supplies and Limited Types of Pharmaceuticals	\$	-		
22		XII. CBRNE Reference Materials	\$	-		
23		XIII. Agricultural Terrorism Prevention, Response and Mitigation Equipment	\$	-		
24		XIV. CBRNE Prevention & Response Watercraft	\$	-		
25		XV. CBRNE Aviation Equipment	\$	-		
26		XVI. Cyber Security Enhancement Equipment	\$	-		
		18 Other Authorized Equipment				

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Do not enter budget totals. They will automatically be calculated from the equipment category spreadsheets you completed.